

Loudoun County, Virginia

REQUEST FOR PROPOSAL

JUDAIC AND HOLOCAUST RELATED MATERIALS

ACCEPTANCE DATE: Ongoing

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ACCEPTANCE PLACE: Department of Management and Financial Services
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This document can be downloaded from our web site:
www.loudoun.gov/procurement

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IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

REQUEST FOR PROPOSAL

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JUDAIC AND HOLOCAUST RELATED MATERIALS

1.0 PURPOSE

The intent of this Request for Proposal is to obtain firm 'discount from list' price proposals from firms specializing in providing, cataloging, and processing library materials including books, videocassettes, DVDs, audio books and music CD's in the subject areas of the Jewish Holocaust, Judaism, and Klezmer music. In order to obtain the largest possible range of materials and services, the County intends to award contracts to a pool of providers. The size of the pool will be determined by the number and quality of proposals received. Depending upon the type of material or service required, the County will purchase the needed materials or services from the vendors who offer the best prices and services to the County.

Cataloging and processing services are optional. Inability to provide these services will not preclude an offeror from being selected as a pool provider.

2.0 COMPETITION INTENDED

It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.

3.0 BACKGROUND INFORMATION

The Loudoun County Public Library (LCPL) system consists of seven (7) library branches and an outreach service. LCPL received a private gift fund from Irwin Uran for the express purpose of making library materials available to inform and enlighten current and future generations about the cultural and historic impact of the Jewish Holocaust. The County anticipates spending approximately \$50,000 on "Uran" materials annually.

4.0 SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All offerors must be able to provide:

4.1 Delivery

- A. Contractor shall ship one hundred percent (100%) of each order within one hundred eighty (180) days of receipt of order, with the exception of titles not yet published. Any titles not shipped within one hundred eighty (180) days shall be canceled. Any titles not

published within one hundred eighty (180) days of order will be canceled.

- B. Accuracy - Ninety-nine percent (99%) of all materials shipped shall be the correct title, edition and number of copies.
- C. Substitutions - No substitutions shall be made without prior written authorization from the County.
- D. Special orders - Contractor shall supply materials which are not currently in stock within one hundred eighty (180) days. Contractor shall cancel special orders not published within the one hundred eighty (180) day time frame.

4.2 Reports

Contractor shall supply management reports to the County as specified.

- A. Status reports - Within five (5) business days after the County places an order, Contractor shall provide the County with a report detailing confirmation and the status of materials which cannot be shipped immediately. This report shall show if material is out of print, out of stock, out of stock indefinitely, temporarily out of stock, publication canceled, not yet published, etc. Electronic notification is preferable.
- B. Cancellation Report - Contractor shall provide at least on a monthly basis a report indicating which titles cannot be supplied. Electronic notification is preferable.

4.3 Cancellations

The County may cancel any print title which is not received within one hundred eighty (180) days of order date. The County may cancel any audiovisual title which is not received within ninety (90) days of order date.

4.4 Editions

Contractor shall supply the latest edition of a title unless an earlier edition is specified.

4.5 Binding

Bindings shall be of the quality commercially sold by the publisher for specific use by public libraries. Juvenile titles shall be supplied in publishers' library binding when available.

4.6 Defective Materials

The County shall reserve the right to return defective and/or damaged materials at Contractor's expense.

4.7 Packaging

Each package must indicate the County's purchase order number. Only one (1) purchase order may be represented in each package. If materials from separate orders are shipped together, each carton must be labeled with the purchase order number matching the appropriate invoice. An invoice or packing slip, which duplicates the invoice, must accompany each shipment.

4.8 Ordering

Contractor shall provide telephone, facsimile, or an electronic ordering procedure for all orders.

4.9 On-Line Order Transfer

The County prefers that the Contractor provide an on-line interface with the HORIZON acquisitions system so that orders prepared on the system can be electronically transferred (e.g., FTP) to the Contractor.

4.10 Selection Assistance

Contractor shall provide free selection assistance in the form of searchable web databases of titles and core bibliographies, print catalogs and price lists, customized subject lists, when requested, as well as telephone, e-mail and/or written assistance. Contractor shall also have a toll-free number for any and all calls placed by the County. A web site with selection information, including author, title and inventory is desirable.

4.11 Cataloging

If providing cataloging services, the Contractor shall supply a bibliographic record for each unique title. Using LCPL's current bibliographic database, the Contractor shall determine if a new record is

needed. If the bibliographic record already exists at LCPL, the Contractor shall provide item information to update the holdings information in the database. If a bibliographic record does not already appear in the LCPL database, the new record provided by the Contractor shall be constructed in a manner consistent with the Library's existing cataloging data and practices using the Dewey Decimal classification scheme (22nd edition), with some local call numbers, the Library of Congress name authority and subject headings, and the Anglo American Cataloging Rules, 2nd edition, 2006 revision. The bibliographic record shall be compatible in structure and content with the Library of Congress MARC 21 communications format as defined by OCLC, and must adhere to the requirements of the OCLC-MARC Subscription Service Documentation, 4th Edition. The bibliographic record shall contain the standard tags and sub-fields, where applicable. Contractor shall allow standard LC cataloging changes to be integrated into system as implemented by OCLC or other bibliographic record suppliers.

4.12 Item Creation

The Contractor shall create an item field for each new and updated bibliographic record. The item field shall be so constructed as to allow item creation from this field when processed by the library's automated system.

4.13 Title/Item Information

The Contractor shall provide bibliographic and item information electronically (e.g., FTP), including elements outlined above in Section 4.12.

4.14 Authority Control

Contractor-supplied records shall have been run through their most current authority control file for name and subject headings. Contractor shall be responsible for the manual review of unlinked headings and will make the appropriate changes to the headings in question.

4.15 Processing

The Contractor shall physically prepare the materials, meeting the library's processing specifications regarding property stamps, security labels, barcode labels, cases, and any other items required for materials processing

The following sections detail the Contractor's responsibilities when applicable. **The final agreement between Loudoun County Public**

Library and the Contractor shall contain the cataloging and processing specifications as required by the Library at that time. That may result in changes in some of the details contained in this document.

5.0 SPECIFICATIONS

5.1 Cataloging Specifications for Uran Materials

Uran items are cataloged using the same cataloging rules that apply to the other Loudoun County Public Library materials. The only changes are an added series entry and added copy information. The changes are listed below in the General Rules section and in Appendix D (item creation).

Items purchased by the library from the contractor, which are to be cataloged by the contractor, will be processed according to the following specifications:

See APPENDIX A for prefix list which includes all formats.

A. PRINT MATERIALS

1. General Rules:

- a. If an incoming record has a 082 tag, enter a 092 tag. If an incoming record has an existing 092 tag, edit for LCPL.
- b. Use the first three (3) letters of the author's last name as the Cutter in all cases except works of individual biography, literary criticism, family biographies, artists and title main entry.
- c. Biography Cutters are the biographee's full last name followed by the first name.
- d. Title main entry Cutters are the first three (3) letters of the first word of the title, disregarding initial articles.
- e. Prefixes are to be entered in the 092 "a" field preceding the Dewey number. **SEE APPENDIX A - PREFIX LIST.**
- f. The library prefers an open-ended entry for regularly published materials.

*1a. General Rules for Uran Materials

All Uran materials will have an added series entry. It will be the 440 MARC tag, 0 in the second indicator, with Uran Gift Fund as the entry. This applies to all formats and classifications.

EXAMPLE: 440 0 Uran Gift Fund

2. Fiction:

a. Adult Fiction

The library uses the term FICTION as a call number to replace the Dewey numbers for fiction. If the Dewey number appears in the incoming record, delete the number and enter FICTION in the 092.

EXAMPLE: FICTION STE

b. Large print fiction

For large print fiction materials, precede FICTION with LP.

- Use the GMD, subfield h, in MARC tag 245 as a descriptor "large print." The title will reflect the large print
- Check for and add "(large print)" in the 300 tag after the pagination.
- Check for the subject heading Large type books in the 650 tag; add if necessary.
- Applies to juvenile and Young adult large print fiction, too.

EXAMPLE: LP FICTION STE
245 10 Ghost \$h[large print] / Danielle Steel.
650 0 Large type books.

c. Foreign language fiction (except Spanish)

This is classified in the fiction section, not in the Dewey language classification number.

d. Spanish fiction

We catalog Spanish fiction using the letters "SP" preceding FICTION in the call number. This includes bilingual fiction.

EXAMPLE SP FICTION STE (for Spanish fiction)
SP LP FICTION STE (for LP Spanish fiction)

Add a subject: 650 0 Spanish language materials #v Fiction.

e. Juvenile fiction

LCPL uses J or E or ER for the call number.

Juvenile materials are cataloged for certain age levels.

- The J call number is reserved for chapter books and advanced age level materials (ages 7-12).

- E is for storybooks (usually with colorful pictures) that are to be read to younger children. The age level is up to age 6.
- ER is for the easy reader collection. These books have controlled vocabulary in the back of the book, are easy to read alone, and are aimed at ages 5-7.
- Juvenile books that contain compact discs are handled as a book with compact disc. A series entry "Book & CD" is added in the 440 0 tag.

EXAMPLE: J STE or E STE or ER STE

- f. Young adult fiction
The library uses YA as the call number for young adults. The target audience age levels are from 12-16.

Some other factors besides the target audience age level to be considered when choosing the "YA" call number are:

- OCLC MARC designation. Fixed field Audience field contains "c" in record for junior high grades; "d" for senior high interest
- Age of main character (teenage years)
- Subject headings
- Information from book cover or spine
- Previous editions from current database—review previous cataloging decisions
- Reviews from professional journals

EXAMPLE: YA STE

- g. Graphic novels
LCPL catalogs adult, young adult and juvenile graphic novels as fiction instead of the 741.5 Dewey number.

- If the title is part of a series, Cutter will be the first three (3) letters of the series title.
- If part of a series and series entry is not in the MARC record, check series in database and add correct series entry.
- If the title is not part of a series, Cutter will be the first three (3) letters of the main entry (author).

EXAMPLE: **Dragon Ball-Z** YA \$b DRA

• **Dragon Bal** YA \$b DRA

• **Sailor Moon super** J \$b SAI

- Age range: if publication states that the material is for an older teenager; add 521 tag for older teenager—"Rated OT for older teen; ages 16 and up.

- The subject heading "Graphic novels" is added to the bibliographic record and a graphic novel sticker is added to

the spine.

h. Genre fiction

All genre fiction is cataloged according to our cataloging specifications for fiction. LCPL distinguishes the following genres:

- Fantasy, Graphic Novels, Mysteries, Romance, Science Fiction and Westerns.

This information is found in the MARC record in either the 650 (subject heading) field or the 655 (genre) field. Occasionally there aren't any subject headings in the MARC record that accurately describe the item. The next step is to look for the genre information from the cover of the item.

EXAMPLES:

Fantasy

(Might have three different headings.)

650 0 Fantastic Fiction.
655 7 Fantastic Fiction \$2 gsafd
650 0 Fantasy
655 7 Fantasy \$2 gsafd
650 0 Fantasy fiction.
655 7 Fantasy fiction \$2 gsafd

Graphic Novels

650 0 Graphic novels
655 7 Graphic novels

Mysteries

(Might have three different headings.)

650 0 Detective and mystery stories
655 7 Detective and mystery stories \$2 gsafd
650 0 Mystery and detective stories
655 7 Mystery and detective stories \$2 gsafd
650 0 Mystery fiction
655 7 Mystery fiction \$2 gsafd

Romance

650 0 Love stories

Science Fiction

650 0 Science fiction
655 7 Science fiction \$2 gsafd

Westerns

650 0 Western stories.
655 7 Western stories \$2 gsafd

3. Non-fiction:

a. Adult

Enter the Dewey number not to exceed 2 primes and limited to 6 digits. This is followed by the 1st three (3) letters of the main entry.

EXAMPLE: Dewey 599.744'43 STE
LCPL 599.74443 STE

b. Young adult

Enter the Dewey number as instructed above preceded by YA. The target audience age levels are from 12-16. Some other factors besides the target audience age level to be considered when choosing the "YA" call number are:

- OCLC MARC designation. Fixed field Audience field contains "c" in record for junior high grades; "d" for senior high interest
- Age of main character (teenage years)
- Subject headings
- Information from book cover or spine—for example, anything with "teen" in the title.
- Previous editions from current database—review previous cataloging decisions
- Reviews from professional journals

EXAMPLE: Dewey 158.1 STE
LCPL YA 158.1 STE

b. Large print

Enter the Dewey number preceded by LP.

- Use the GMD subfield "h" in the 245 field as a descriptor "large print". The title will then reflect the large print designation.
- Check the pagination (add (large print) if necessary). Check for the subject heading "Large type books".

EXAMPLE: LP 599.74443 STE

- c. Foreign language materials will be classified under the Dewey call number for each language. However, materials written in Spanish (including bilingual material) will be classified under the Dewey subject call number, preceded by the prefix SP.

EXAMPLE: SP 649.1 SPO

- d. Juvenile
Enter the Dewey number preceded by J, E, or ER, as appropriate for age level (see Section 2.e).

EXAMPLE: J 599.74443 STE
E 599.74443 STE
ER 599.74443 STE

- e. Reference
Enter the Dewey number preceded by REF or J REF.

EXAMPLE: REF 031 ENC
J REF 031 ENC.

- f. Biographies
Use 921 for individual biographies and the name of the biographee as the Cutter. The biographee's name is capitalized. Young adult, juvenile or easy or easy reader biographies follow the same cataloging rules as seen in Section 3.d.

EXAMPLE: 921 TRUMAN HARRY
YA 921 TRUMAN HARRY
J 921 TRUMAN HARRY
E 921 TRUMAN HARRY
ER 921 TRUMAN HARRY

- g. Collective biographies
A collection of general biographies, not related by subject or locality, is classified as 920. Collections of subject biographies should be classified by subject area or by specific continent, country or locality.

EXAMPLE: REF 920 CEL
The Celebrity Who's Who

796.082 FAM
Famous Women in Sports

Family biographies (genealogy of a particular family) are placed in the 929.2 area and Cuttered by the family surname.

EXAMPLE: 929.2 ADAMS

- h. Crime court trials are classified in the Dewey area 364.1xxx instead of classifying by biography.
- i. Collection of short stories.
A collection of short stories by the same author is classified as FICTION.

EXAMPLE: FICTION STE

A collection of short stories by 2 authors is classified under the first author's last name (e.g. Danielle Steel and Nora Roberts).

EXAMPLE: FICTION STE

A collection of short stories by more than 2 authors should be classed in Dewey 808.83 XXX (e.g. Danielle Steel, Nora Roberts, et. al.). Added author tags (700) and title tags (740) should be added. Do not add an author/title tag (700 with subfield "t").

EXAMPLE: 808.83 STE

- j. Criticism of the artist's work, or collections of art painted by the artist with a biography is classified in the 700s as appropriate for the geographic origin of the artist. The books are Cuttered for the name of the artist.

EXAMPLE: 759.6 PICASSO

Criticism of the writer's work is classified in the 800s and Cuttered by the writer's surname.

EXAMPLE: 813.54 HEMINGWAY

- k. Individual plays by Shakespeare and criticisms of individual plays are classified 822.33 and Cuttered using the name of the play.

EXAMPLE: 822.33 MID
Midsummer night's dream
822.33 HAM
What happens in Hamlet

- l. Vocations--Materials whose subject matter is choosing a vocation or descriptions of vocations should be cataloged in 331.702 and not under the profession or occupation.
- m. Contemporary and classical folklore and fairy tales are classified in 398.2xxx for adult or J or E or ER 398.2xxx for juvenile readers.

EXAMPLE: J 398.2 GRI
 E 398.2 GRI
 ER 398.2 GRI

- n. Hotel, tavern, inns or bed & breakfast guidebooks are classed in the 914-919 Dewey classification area.

EXAMPLE: 917.404 CHE
Bed & Breakfast in New England by B. Chesler

- o. Native American materials are classified in 970.1 (applies to adult, young adult or juvenile).
- p. Bibliographies are classified in the subject area and not in 016.
- q. Regardless of the printing date, treat a title as an added copy if it has the same copyright date, publisher, and illustrator, if applicable.
- r. Professional collection items are to be classified in their subject areas with a designation of PROF COL in the call number.

EXAMPLE: PROF COL 021.3025 WHO
 Who's Who in Libraries

- s. All materials that are predominantly computer oriented are cataloged in the 004 to the 006 call number areas. They are cataloged according to type of computer, operating system, database function, web accessibility, or computer graphics capabilities. All Internet books are cataloged in the 004.67x section.

EXAMPLE:
Searching the Internet 004.678 XXX
Using Lotus in the Office 005.369 XXX

- t. Books that include CD-ROMs or CDs will circulate as one item (i.e., book with CD-ROM or a CD inside the back cover will circulate as one book). The MARC record 300 tag will reflect this.

CD-ROM EXAMPLE:	300	310 p ; 25 cm. +1 laser optical disk.
CD EXAMPLE:	300	310 p ; 25 cm. + 1 compact disc

B. VIDEOCASSETTES AND DVDS

In addition to the cataloging rules which apply to all materials, there are a few special ones dealing with videocassettes and DVDs.

1. Videos
 - Enter the call number in the 092 "a" subfield as VIDEO.
 - This applies to all age-level materials and to all subject areas (fiction or non-fiction).
 - Add subject heading "Video recordings for the hearing impaired" for closed captioned video recordings.
 - EXAMPLE:
 VIDEO FICTION STE
 VIDEO J STE
 VIDEO E STE
 VIDEO YA STE
 VIDEO 599.74443 STE
 VIDEO J 599.74443 STE
 VIDEO E 599.74443 STE
 VIDEO YA 599.74443 STE
2. DVD
 - Enter the call number as DVD FICTION XXX, or the Dewey number preceded by DVD.
 - Change GMD in tag 245, subfield "h" from [video recording] to [dvd].
 - Add subject heading "Video recordings for the hearing impaired" for closed captioned DVD video recordings.
 - Add subject heading DVDs in the 650 tag.
 - EXAMPLE:
 DVD FICTION STE
 DVD YA STE
 DVD J STE
 DVD E STE
 DVD 599.74443 STE
 DVD YA 599.74443 STE
 DVD J 599.74443 STE
 DVD E 599.74443 STE
3. If the video-recording or DVD has a rating assigned by the Motion Picture Association of America (MPAA), it is to be documented in

the 521 8 MARC tag. If there is no rating, a 521 8 tag containing the information "not rated" is needed.

4. The first three (3) letters of the title are used as the Cutter (092 "b") with the following exceptions.

- a. Series: Use the first three (3) letters of the series title for its Cutter.

EXAMPLE:

092	"a" VIDEO E "b" ART
245	D.W. rides again
440	Arthur's Home Video Series

- b. Statement of responsibility: Disregard the statement of responsibility and Cutter on the title proper.

EXAMPLE:

245	David Lean's Lawrence of Arabia
092	VIDEO FICTION "b" LAW

5. Feature films are classified under "FICTION."

6. The library uses 921 for all individual biographies. The biographee's full name in capital letters is used as the Cutter.

EXAMPLE: VIDEO 921 TRUMAN HARRY
DVD 921 TRUMAN HARRY

7. If appropriate, musical concerts/performance are classed under 781.6xx.

EXAMPLE: VIDEO 781.66 BEA
DVD 781.66 BEA

8. Television programs are usually classified under 791.457 XXX (name of show). Exceptions are classic shows like Sesame Street or Little House on the Prairie.

EXAMPLE: VIDEO 791.457 GRE
DVD 791.457 GRE
(Green Acres)
VIDEO E 791.457 BLU
(Blue's Clues)
VIDEO E SES
(Sesame Street)

9. Closed captioned video recordings and DVDs should have the following fields:
500 Closed captioned for the hearing impaired.
650 0 Video recordings for the hearing impaired.
10. If the information accompanying a videocassette or DVD states that the video has Public Performance use, add a MARC tag 500 containing the term "Public Performance Use."
11. For DVDs, add the following LCPL subject heading:
650 0 DVDs

C. COMPACT DISCS

In addition to the other cataloging rules that apply, there are a few rules that apply to compact discs.

1. The call number for music is entered in the MARC tag 092, subfield "a" with the prefix DISC.

EXAMPLE: DISC 781.66 U2
DISC 780 BER
2. The first three (3) letters of the main entry (composers, singers, performers, orchestras, etc.) are used as the Cutter (092 "b"). For title main entry, use the first three (3) letters of the title (ignoring any initial articles).
3. If applicable, vocal and instrumental music discs are classified under
DISC 781.6xx.
4. Fiction on Compact Disc:
 - The call number for adult fiction on disc (books on cd) is CD FICTION. This applies to the young adult and juvenile collections.
 - EXAMPLE: CD FICTION STE
CD YA STE
CD J STE
CD E STE
 - Change the GMD in the 245 MARC tag, subfield "h" from [sound recording] to [compact disc]
 - All compact disc fiction gets added LCPL subject headings:
 - 650 0 Compact discs # "v" Fiction
 - 650 0 Compact disc books

5. Nonfiction on Compact Disc:

- The call number for nonfiction on disc (books on cd) is CD with Dewey call number for each subject area. This applies to the young adult and juvenile collections.

EXAMPLE: CD 599.74443 STE
CD YA 599.74443 STE
CD J 599.74443 STE
CD E 599.74443 STE

- Change GMD in the 245 MARC tag, subfield "h" from [sound recording] to [compact disc]
- All compact disc non-fiction get added LCPL subject headings:
650 0 Compact discs # v Non-fiction
650 0 Compact disc books

D. AUDIOCASSETTES

1. For audiocassettes, the call number is to be entered into the 092 "a" subfield as CASSETTE. This applies to all age-level materials and to all subject areas (fiction or non-fiction.)

EXAMPLE: CASSETTE FICTION STE
CASSETTE 649.1 STE
CASSETTE YA STE
CASSETTE YA 599.74443 STE
CASSETTE J STE
CASSETTE J 599.74443 STE
CASSETTE E STE
CASSETTE E 599.74443 STE
CASSETTE ER STE
CASSETTE ER 599.74443 STE

2. The library uses 921 for all individual biographies. The biographee's full name in capital letters is used as the Cutter.

EXAMPLE: CASSETTE 921 FORD GERALD

3. For audiocassettes, the GMD in the 245 subfield "h" remains [sound recording].

E. ESL (RULES APPLYING TO ALL FORMATS)

- LCPL has fiction, non-fiction, cassette, CDs, and video recording ESL (English as a second language) materials. All are cataloged using ESL as a prefix and the Dewey subject call number.

- The MARC record has a 650 subject heading of *English Language—Study and Teaching--Foreign Speakers*.
- The item will have the phrase “ESL” or “English as a Second Language” on its cover as a description.
- All ESL materials for non-native English speakers are cataloged in this category. For example, Living English for Chinese Speakers is cataloged as: ESL CASSETTE 428.34951 LIV.
- For all sound recordings, please change the GMD in MARC tag 245, subfield h, to [ESL sound recording] or [ESL compact disc].

EXAMPLES:

ESL	ESL	ESL	ESL	ESL
CD	FICTION	428.1	CASSETTE	VIDEO
FICTION	ADA	ADA	428.1	428.1
ADA			ADA	LEA

5.2 Item Creation

With proper security precautions the library will work with the vendor to establish “live” access to LCPL’s Horizon bibliographic database. If the vendor chooses to arrange for direct cataloging into the LCPL database, items will be added online after vendor staff have been trained on the Horizon cataloging module. For title records to be downloaded into the LCPL database, a 949 field will be created in each title record that contains item information for each copy of the title. The information includes: call number, collection code, item barcode, item status, item type, location and price. **Appendix B** lists the components for the 949 and where to obtain the values for each subfield of the 949. An example of a 949 is:

949 10 e Uran b31696010944047 m ELB d 940.5318 HOL c NF t BK 9n

5.3 Downloading Title/Item Information

The contractor shall provide the title and item information needed to load into the library's automated system electronically. This will enable the library to circulate these items on the automated system when they are received from the vendor.

A sample file will be required to assure compatibility with the Library's online catalog and circulation system.

5.4 Authority Control

As specified earlier in this document, the contractor shall provide bibliographic records with authorized subject, author and series headings in order to ensure the integrity of our bibliographic database.

PROCESSING SPECIFICATIONS FOR BOOKS

Procedures for processing books are given below. Refer to the Loudoun County Public Library samples for placement of labels, and other processing specifications.

PROCESSING BY COLLECTION

Circulating collections:

Circulating collections include adult, young adult, and children's (juvenile, easy and easy-reader), collections in fiction, non-fiction (regular and large print) and all special collections.

The processing for these collections should include:

- Barcode
- Genre label
- Spine label
- Spine label protector
- Uran book plate - Books only

Non-circulating collections:

Non-circulating collections include collections in REF and J REF. The processing for these collections should include:

- Barcode
- Reference Only label
- Spine label
- Spine label protector
- Uran book plate - Books only

PROCESSING STEPS

Barcode:

Place Loudoun County Public Library (2"L x ¾"W) barcode on the upper right corner of the back outside cover ¼" from top right corner. Barcode labels must meet specifications for automated circulation system.

Spine Label:

Print label and place spine label on lower spine of book. The spine label should be placed consistently ½ inch from the bottom of the spine UNLESS a genre label is used. When a genre label is used, spine label should be placed 1 ½" from the bottom of the spine. On spines thinner than the label, position the left edge of the label on the left edge of the spine and wrap the right edge of the label around the front of the book. If there is no spine (e.g.) thin paperbacks or spiral rings), then place label on lower left corner of the front of the book ¼" from spine.

Either the plastic jacket or spine label protectors should cover the spine label.

See "Label Formats" section for spine label details.

Genre Labels

The genre labels used for LCPL are : Mystery, Romance, Science Fiction, Fantasy, Western, and Graphic novel. This is determined in the subject headings 650 or 655 genre fields. They are placed at the base of the spine. These are the only genre labels used for LCPL. Use the ¾" x 1" label, see sample sheet.

Mystery Label – Green label with white type

Romance Label – Orange label with red heart

Science Fiction – Purple label with white type (picture of Saturn)

Fantasy –Purple label with yellow type (picture of unicorn)

Western – Yellow label with green type (picture of cactus with hanging hat)

Graphic Novel – Red with cartoon bubble

LCPL also uses Caldecott and Newbery stickers.

Caldecott award winner

Newbery award winner

Holiday stickers are used for the **juvenile collection only** (books, books on CD, and cassettes).

They are as follows:

Valentines Day

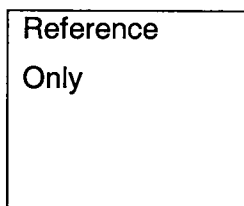
Easter

Halloween

Thanksgiving Day

Christmas

For Reference collections, use a "Reference Only" label on the back cover of the book, directly under the barcode in the upper right. Demco reference label, 2" W x 3" L, self-adhesive, white label with red type



Jackets:

All dust jackets need to be Mylar covered (1.5 mil. Polyester) and fastened to book using ¼" filament tape.

Paperback books:

Non-fiction, classic and best seller paperback books will be Mylar covered (1.5 mil. Polyester). Apply covering after all processing steps have been completed.

Disk Disclaimer Label:

This is a rectangular 3" L x ¾"W, self-adhesive white label with black type and is used only on CDs and CD-ROMs that come inside books.

NOTICE: Loudoun County Public Library
assumes neither responsibility nor liability for
claims of damage to equipment resulting from
use of this disk.

Look For Label:

This is a green rectangular label that is used for books that come with another media. The number of CDs or cassettes is handwritten in the space provided.

URAN Book Plate:

A **Uran Gift Fund** bookplate is applied to every book on the front flyleaf, centered. If there is no front flyleaf, place on the inside front cover, centered. Do not cover any important information such as maps, charts, etc.

PROCESSING FOR SPECIAL CIRCUMSTANCES**Multi-volume sets (more than two):**

Each volume has its own unique barcode number. Each volume is processed using same steps outlined above based on circulation status. If the multi-volume item is repackaged as one item, then there will be one barcode (with duplicate barcodes created if necessary).

Children's Board Books:

Place the Branch property sticker on back cover of board book. **Special blue barcodes are used at the branches for the self-checkout machine.**

Board books do not have Horizon records.

Books with CD's and/or CD-ROMs:

All thin paper holders will be replaced with permanent plastic, self-adhesive CD holders. Place a Notice disclaimer label centered on the bottom of the CD holder in the back of the book.

NOTICE: Loudoun County Public Library
assumes neither responsibility nor liability for
claims of damage to equipment resulting from
use of this disk.

Apply the green "Look for" label to the plastic pocket, 1 ½" in from the bottom edge. Write the number of CD or CD-ROMs in the set on the green label.

Address all questions to Loudoun County Public Library.

Audiocassette, CD, Video and DVD processing

PROCESSING SPECIFICATIONS FOR JUVENILE AND ADULT AUDIOCASSETTES

CASING:

Albums for cassettes must be sturdy, vinyl, locking, dust-proof cases, preferably black, with full-graphic outer plastic sleeve and open spine hinges. Albums with varying numbers of cassette cavity pockets must be used as needed, for example, albums that hold 1, 2, 4, 6, 8 or 12 cassettes. Do not use any cases under 6 inches in height. The vendor is encouraged to supply competitively priced, special-order albums with the correct number of cassette pockets, especially 1-cassette albums not under 6" in height.

If the items are purchased and received in cases that meet these requirements, then do not repackage the cassettes.

If the original packaging does not meet these requirements, then prepare the casing in the following manner:

- Use cases with the matching number of cassette pockets. If standard-order albums are not available with the correct number of pockets, then use albums with the closest match and fill empty pockets with cassette fillers.
- Use and trim any original package graphics including spine titles. Retain as much of the original packaging as possible to make an attractive album.

Albums for cassettes and accompanying booklets must meet the same packaging guidelines plus have literature trays or pockets for the material, preferably inside the album.

PROCESSING STEPS

- A genre label (mystery, romance, science fiction, fantasy, western) as determined in the subject headings 650 or 655 genre field, is placed at the base of the spine
- Place spine label on lower spine of case (1/2 inch from the bottom) UNLESS a genre label is used. If a genre is used, place spine label on lower spine of case (1 1/2" from the bottom), preferably inside the sleeve. If the label is not protected (inside the sleeve), then cover the label with a label protector.
- Place barcode horizontally, on upper right hand corner of back case cover.

PROCESSING FOR SPECIAL CIRCUMSTANCES

Two-part Cassettes:

Both parts should have one (same) barcode number, a spine label for each part (1 1/2" x 1", white label with black type) and be held together with Velcro.

Create a duplicate barcode. Place in the usual spot. Put extra spine labels on each part. Velcro together. See label format sample below.

Parts label

Part 1 of 2 (Total number Of cassettes)	Create duplicate barcode. Place barcode label on the back of part one.
	Velcro front of part 1 to the back of part 2 using two – 3/4" x 3 1/2" velcro strips. Use white Velcro for white case, black Velcro for black case.
Part 2 of 2 (LCPL Barcode same as Part 1)	Add green "look for" sticker with correct number of parts listed on sticker

Address all questions to Loudoun County Public Library.

PROCESSING SPECIFICATIONS FOR CHILDREN'S AUDIOCASSETTES

Procedures for processing children's audiocassettes (such as cassette/book kits or music tapes) are given below. Refer to Loudoun County Public Library samples for placement of labels, and other processing specifications.

Processing Steps

Juvenile Book with Cassette Kit:

- o Place cassette(s) in appropriate sized casing.
- o Use and trim any original package graphics including spine titles. Retain as much of the original packaging as possible to make an attractive album.
- o Place barcode on upper right hand corner of back audiocassette cover.
- o Print and place spine label on lower spine of audio case and cover with transparent spine label protector.
- o Velcro front of cassette case to back cover of book using 2 Velcro strips.
- o Place Uran label on the inside of the book cover as instructed in the Processing Books section.

Address all questions to Loudoun County Public Library.

PROCESSING SPECIFICATIONS FOR VIDEOCASSETTES

Procedures for processing videocassettes are given below. Refer to Loudoun County Public Library samples for placement of labels and other processing specifications.

CASING:

Albums for videocassettes must be sturdy, hinged type cases. Albums that hold multiple videocassettes must be used as needed. If the items are purchased and received in cases that meet these requirements, then do not repackage the videocassettes.

Prepare the casing in the following manner:

- Use appropriate sized hinged case.
- Use and trim any original package graphics if necessary. Retain as much of the original packaging as possible to make an attractive album.
- Place the barcode and all appropriate stickers on the original packaging before inserting into the outer plastic casing.

LABELS TO PRINT:

Print spine labels according to the specifications in Label Formats section.

PRE-PRINTED LABELS:

CLOSED CAPTIONED LABELS:

Orange spine label with black type. 1"L x ½"W. Closed captioned label is used if item packaging references CC.

CLOSED CAPTIONED

PUBLIC PERFORMANCE LABELS:

White label with red type, 1"L x 5/8"W. Public Performance label is used if item packaging references public performance.

GENRE LABELS:

These are not used on videos.

LOUDOUN COUNTY PUBLIC LIBRARY PROPERTY STICKER:

White self-adhesive sticker with black type, 2 ½" Length x 5/8" Wide

LOUDOUN COUNTY PUBLIC LIBRARY LEESBURG, VA 20175

BARCODE LABEL PROTECTOR:

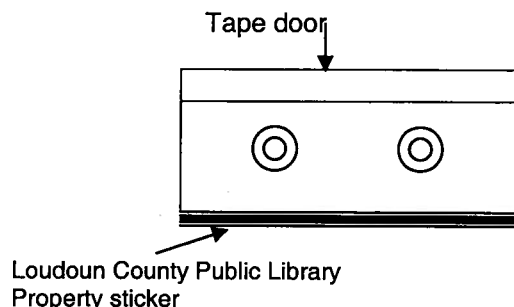
3"L x 1"W, Transparent yellow, place this transparent yellow label over the barcode of any "R" rated videocassette.

PROCESSING STEPS:

- Place Closed Captioned or Public Performance label when appropriate on the spine flush with the bottom of the spine with spine label directly above. [If both Closed-captioned and Public Performance labels are to be used, place the Closed-captioned label at the base of the spine, the

call number label ½" from the base (above the Closed-captioned) and the public performance label above the call number label.]

- If the label is not protected (inside the case), then cover the label with a label protector.
- Place barcode horizontally on the front upper right hand corner of the graphics cover. If item has an "R" rating place a yellow transparent label over the top of the barcode.
- Place Loudoun County Public Library property sticker on the front side of the videocassette, centered on the label indentation. The front side is opposite the tape door side.



- **Multi-volume Videocassettes:**
All volumes are treated separately. Each spine label will have the volume number (v.1, 2, 3, etc.) included after the Cutter information and before the Branch property information.

PROCESSING FOR SPECIAL CIRCUMSTANCES

R-Rated Videos -If item has an "R" rating place a yellow transparent label protector over the top of the barcode.

PROCESSING SPECIFICATIONS FOR DVDs

Procedures for processing DVDs are given below. **Refer to Loudoun County Public Library samples for placement of labels and other processing specifications.**

CASING:

Albums for DVDs must be sturdy dark grey, vinyl cases with a full outer plastic sleeve. Albums that hold multiple cassettes must be used as needed. If the items are purchased and received in cases that meet these requirements, then do not repackage the DVDs.

Prepare the casing in the following manner:

- Use appropriate sized case with full-graphic outer plastic sleeve and open spine hinges.
- Use and trim any original package graphics. Retain as much of the original packaging as possible to make an attractive album.
- Place the barcode and all appropriate stickers on the original packaging before inserting into the outer casing plastic sleeve.

LABELS TO PRINT:

Print spine labels according to the specifications in Label Formats section.

PRE-PRINTED LABELS:

BARCODE

CLOSED CAPTIONED LABEL

PUBLIC PERFORMANCE LABEL

PROCESSING STEPS:

- Place the Closed captioned or Public performance label as needed, at the base of the spine. [If both Closed-captioned and Public Performance labels are to be used, place the Closed-captioned label at the base of the spine, the call number label 1/2" from the base (above the Closed-captioned) and the public performance label above the call number label.]
- Place Spine label on lower spine (1/2 inch from bottom), preferably on the graphics cover. After all labeling has been attached the graphics cover will be placed, inside the case sleeve. If the label is not protected (inside the sleeve), then cover the label with a label protector.
- Place Barcode horizontally on the front upper right hand corner of the graphics cover.

PROCESSING FOR SPECIAL CIRCUMSTANCES

R-Rated DVD's

Place a Yellow transparent barcode protector label over the barcode on all "R" rated DVD's.

PROCESSING SPECIFICATIONS FOR CDs and CD-ROMs

Procedures for processing CDs are given below. **Refer to Loudoun County Public Library samples for placement of labels, and other processing specifications.**

CASING:

Albums for CDs must be sturdy, locking vinyl cases, preferably white with full-graphic outer plastic sleeve and open spine hinges. The albums need to meet specifications of Loudoun County Public Libraries sample. If the items are purchased and received in cases that meet these requirements, then do not repack the CD's.

Prepare the casing in the following manner:

- Use appropriate case with full-graphic outer plastic sleeve and open spine hinges. Album has inner plastic sleeves for each CD.
- Use and trim any original package graphics. Retain as much of the original packaging as possible to make an attractive album.
- Place the barcode and all appropriate stickers on the original packaging before inserting into the outer casing plastic sleeve

Books On CD

- Place spine label on lower spine of case (1/2 inch from the bottom), UNLESS a genre label is used. When a genre label is used, spine labels should be placed 1 1/2" from the

bottom of the spine, preferably inside the sleeve. If the label is not protected (inside the sleeve), then cover the label with a label protector.

- Genre labels (as instructed earlier) are used for Books on CD.
- Place barcode horizontally, on upper right hand corner of back case cover.

Music CD's

Poly cases are used for music CDs. Use double poly cases or (cases for 3 or 4 as appropriate) for 2 discs or more.

- Place barcode on back outside case cover in upper right corner.
- Place spine label on front insert cover of original packaging, lower left corner.

CD-ROMs

For books that arrive with CD-ROMs, please see Processing specifications for books, processing for special circumstances section.

6.0 CONTRACT TERMS AND CONDITIONS

The Contract with the successful offeror will contain the following Contract Terms and Conditions. **Offerors intending to require additional or different language must include such language with their proposal. Failure to provide offeror's additional Contract terms may result in rejection of the proposal.**

6.1 Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Contract Administrator or his/her authorized representative(s). The Contractor shall not comply with requests and/or orders issued by other than the Contract Administrator or his/her authorized representative(s) acting within their authority for the County. Any change to the Contract must be approved in writing by the Purchasing Agent and the Contractor.

6.2 Contract Period

The Contract shall cover the period from November 1, 2007 through June 30, 2008, or an equivalent period depending upon date of Contract award.

This Contract may be renewed at the expiration of the initial term at the request of the County. The renewal may be for up to three (3) additional one (1) year periods. Any renewal shall be based on the same prices, terms and conditions as the initial term.

Notice of intent to renew will be given to the Contractor in writing, normally ninety (90) days before the expiration date of the current term.

6.3 Delays

If delay is foreseen, the Contractor shall give immediate written notice to the Division of Procurement. The Contractor must keep the County advised at all times of the status of the order. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the Division of Procurement to purchase supplies elsewhere and charge full increase in cost and handling to defaulting Contractor.

6.4 Business, Professional, and Occupational License Requirement

All firms or individuals located or doing business in Loudoun County are required to be licensed in accordance with the County's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance during the initial term of the Contract or any renewal period.

Wholesale and retail merchants without a business location in Loudoun County are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Office of Commissioner of Revenue, telephone (703) 777-0260.

6.5 Payment of Taxes

All Contractors located or owning property in Loudoun County shall assure that all real and personal property taxes are paid.

The County will verify payment of all real and personal property taxes by the Contractor prior to the award of any Contract or Contract renewal.

6.6 Insurance

The Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors at their own expense. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the Contract period for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after Contract completion date.

A. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

General Liability:

\$1,000,000	General Aggregate Limit
\$1,000,000	Products & Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence Limit
\$50,000	Fire Damage Limit
\$5,000	Medical Expense Limit

B. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability:

\$1,000,000 Combined Single Limit
\$1,000,000 Each Occurrence Limit
\$5,000 Medical Expense Limit

C. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia. Employers Liability, \$1,000,000.

D. Owners' & Contractors' Protective Liability

Policy will be in name of County. Minimum limits required are \$1,000,000.

E. Coverage Provisions

1. The Contractor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its behalf. If executed by a broker, a notarized copy of authorization to bind or certify coverage must be attached.
2. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention or the Contractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.
3. The County of Loudoun, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision that the County be added as an additional insured does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
4. The Contractor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
5. The Contractor shall provide immediate written notice to the County before any cancellation, suspension, or void of coverage in whole or part, or subsequent to any cancellation, suspension, or void of coverage in whole or part if not so notified prior to an action taken by the insurer resulting in the immediate cancellation, suspension, or void in whole or part.
6. All coverage for subcontractors of the Contractor shall be subject to all of the requirements stated herein.
7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.

8. The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises for which the parties may be held liable by reason of negligence.
9. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.
10. All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Virginia.

6.7 Hold Harmless Clause

The Contractor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this paragraph, "County" and "Contractor" includes their employees, officials, agents, and representatives. "Contractor" also includes subcontractors and suppliers to the Contractor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorneys fees and costs related to the claim. This section shall survive the Contract.

6.8 Safety

All Contractors and subcontractors performing services for the County of Loudoun are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

6.9 Notice of Required Disability Legislation Compliance

Loudoun County government is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, Loudoun County, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally

assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

6.10 Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the County. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia State and Local Government Conflict of Interests Act.

6.11 Employment Discrimination by Contractors Prohibited

Every Contract over \$10,000 shall include the following provisions:

- A. During the performance of this contract, the Contractor agrees as follows:
 - 1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
 - 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
- B. The Contractor will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every Subcontract or purchase order over

\$10,000, so that the provisions will be binding upon each Subcontractor or vendor.

6.12 Drug-free Workplace

Every Contract over \$10,000 shall include the following provision:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

6.13 Faith-Based Organizations

Loudoun County does not discriminate against faith-based organizations.

6.14 Substitutions

NO substitutions or cancellations are permitted after Contract award without written approval by the Division of Procurement. Where specific employees are proposed by the Contractor for the work, those employees shall perform the work as long as those employees work for the Contractor, either as employees or subcontractors, unless the County agrees to a substitution. Requests for substitutions shall be reviewed and may be approved by the County at its sole discretion.

6.15 Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

6.16 Exemption from Taxes

The Contractor shall not charge the County for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or product provided under the Contract. The County is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax. The Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including but not limited to taxes on materials purchased by a Contractor for incorporation in or use on a construction project.

6.17 Invoicing and Payment

Contractor shall submit invoices in accordance with Section 4.7.

Invoices shall be submitted to:

County of Loudoun, Virginia
Department of Library Services
ATTN: Kathy Gilbert
908A Trailview Blvd SE
Leesburg, VA 20175

All such invoices will be paid within forty-five (45) days by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

6.18 Payments to Subcontractors

Within seven (7) days after receipt of amounts paid by the County for work performed by a subcontractor under this Contract, the Contractor shall either:

- A. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or
- B. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The Contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item B. above.

Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this provision may not be construed to be an obligation of the County.

6.19 Assignment of Contract

The Contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

6.20 Termination

Subject to the provisions below, the Contract may be terminated by the County upon thirty (30) days advance written notice to the Contractor; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

The County may terminate this Contract for convenience at any time in which the case the parties shall negotiate reasonable termination costs.

B. Termination for Cause

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Contractor shall not be entitled to termination costs.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Contract shall be canceled and, to the extent permitted by law, the Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

6.21 Contractual Disputes

The Contractor shall give written notice to the Purchasing Agent of intent to file a claim for money or other relief at the time of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The claim, with supporting documentation, shall be submitted to the Purchasing Agent by US Mail, courier, or overnight delivery service, no later than sixty (60) days after final payment. The Contractor shall submit its invoice for final payment within thirty (30) days after completion or delivery of the services. If the claim is not disposed of by agreement, the Purchasing Agent shall reduce his/her decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of the County's receipt of the claim.

The Purchasing Agent's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the County Administrator, or his designee. The County Administrator shall render a decision within sixty (60) days of receipt of the appeal.

6.22 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

6.23 Applicable Laws/Forum

This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, County of Loudoun.

6.24 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an over night or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO CONTRACTOR:

(TBD)

TO COUNTY:

County of Loudoun, Virginia
Division of Procurement, MSC #41C
1 Harrison St, SE, 4th Floor
Leesburg, VA 20175

6.25 Licensure

To the extent required by the Commonwealth of Virginia or the County of Loudoun, the Contractor shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to this Contract.

6.26 Registering of Corporation

The Contractor shall remain registered with the Virginia State Corporation Commission, if applicable, during the term of the Contract or any renewal.

7.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The criteria set forth below will be used in the receipt of proposals and selection of the successful offerors.

The County Proposal Analysis Group (PAG) will review and evaluate each proposal and selection will be made on the basis of the criteria listed below. The offerors submitting proposals shall include with that proposal statements on the following:

- A. Credentials and related experience
- B. Ability to meet or exceed all requirements in Section 4.0 and 5.0
- C. Contractor Viability and Support
- D. Discount from list price

The PAG will evaluate the proposal responses when they are received. Interviews may be requested by County staff. The final terms and conditions of the proposed contract will be negotiated by Library Services and the Division of Procurement with the successful offerors. Contracts may be awarded to multiple offerors who submit responsible and responsive proposals. The Division of Procurement reserves the right to waive any informality and to reject all proposals in whole or in part.

8.0 PROPOSAL SUBMISSION FORMAT

Offerors are to make written proposals that present the offeror's qualifications and understanding of the work to be performed. Offerors shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

- A. Provide at least three (3) references for whom your firm has provided similar products and services have been performed. References shall include firm name, contact name, phone number, and email address.
- B. Provide a brief history of your firm including location and how long has your firm been providing similar products and services.
- C. Describe in detail how your firm will meet or exceed all requirements as set forth in Sections 4.0 and 5.0.
- D. Describe your firm's resources. Do you have a wide variety of items available? Does your firm have a specialty? What is your backorder rate?
- E. State your firm's compliance with the Contract Terms and Conditions as listed in Section 6.0. Specifically list any deviations.

- F. Describe your firm's ordering process. What methods of ordering does your firm accept? Fax, e-mail, online?
- G. Provide discount catalog with proposal.

9.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

9.1 Submission of Proposals

Before submitting a proposal, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part shall not relieve the Contractor of its contractual obligations. Technical and Price proposals must be submitted at the same time in separate sealed containers. Technical information provided shall not include price or cost data. The inclusion of price or cost data in the Technical proposal may be cause for the proposal being rejected. The Price proposal shall be submitted on the Request for Proposal pricing forms if provided. Include other information as requested or required. The proposal container must be completely and properly identified. The face of the container shall indicate the RFP number, time and date of acceptance, the title of the RFP, and whether it is the Technical or Price proposal. Proposals may either be mailed or hand delivered to 1 Harrison Street, SE, 4th Floor, MSC #41C Leesburg, Virginia 20175. Faxed and e-mailed proposals will NOT be accepted.

9.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all offerors. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the Request for Proposal must give the RFP number and title. Material questions will be answered in writing with an addendum. It is the responsibility of all offerors to ensure that they have received all addendums. Addendums can be downloaded from www.loudoun.gov/procurement.

9.3 Firm Pricing for County Acceptance

Proposal pricing must be firm for County acceptance for a minimum of ninety (90) days from proposal receipt date.

9.4 Quotations to be F.O.B. Destination - Freight Prepaid and Allowed

Any goods to be delivered to a County location shall be coordinated with the Contract Administrator prior to delivery. Such goods shall be delivered F.O.B. Destination, freight prepaid, and allowed. COD deliveries shall be denied. The cost of freight, insurance, and all other delivery related costs

shall be included in the cost of performing the work proposed in the price proposal.

9.5 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to Section 2.2-4342 of the Code of Virginia, the offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the offeror's information.** Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

9.6 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

If a sole proprietorship, the owner may sign.

If a general partnership, any general partner may sign.

If a limited partnership, a general partner must sign.

If a limited liability company, a "member" may sign or "manager" must sign if so specified by the articles or organization.

If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with proposal.

9.7 Preparation and Submission of Proposals

- A. All proposals shall be signed in ink by the individual or authorized principals of the firm.
- B. All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals.
- C. Technical and price proposals are to be returned and submitted in separate sealed containers. The face of the container shall indicate the RFP number and the title of the proposal.
- D. Proposals will be received by the Division of Procurement on an ongoing basis.
- E. Each firm shall submit one (1) original and three (3) copies of their proposal to the County's Division of Procurement as indicated on the

cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

9.8 Withdrawal of Proposals

- A. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days after the acceptance of the proposal.
- B. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation.
- C. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the acceptance of the proposal.

9.9 Subcontractors

Offerors shall include a list of all subcontractors with their proposal. Proposals shall also include a statement of the subcontractors' qualifications. The County reserves the right to reject the successful offeror's selection of subcontractors for good cause. If a subcontractor is rejected the offeror may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

9.10 Rights of County

The County reserves the right to accept or reject all or any part of any proposal, waive informalities, and award the contract to best serve the interest of the County.

9.11 Prohibition as Subcontractors

No offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

9.12 Proposed Changes to Scope of Services

If there is any deviation from that prescribed in the Scope of Services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The County reserves the right to accept or reject any proposed change to the scope.

9.13 Miscellaneous Requirements

- A. The County will not be responsible for any expenses incurred by an offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

- B. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The Division of Procurement will schedule the time and location for this presentation.
- C. Selected contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful offeror will be expected to sign a contract with the County.
- D. The County reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the County. Offerors whose proposals are not accepted will be notified in writing.

9.14 Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

9.15 Debarment

By submitting a proposal, the offeror is certifying that offeror is not currently debarred by the County, or in a procurement involving federal funds, by the Federal Government. A copy of the County's debarment procedure in accordance with Section 2.2-4321 of the Code of Virginia is available upon request.

9.16 Registering of Corporation

Any corporation, LLC, or LLP transacting business in Virginia shall secure a certificate of authority, as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission (SCC), PO Box 1197, Richmond, VA. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov/division/clk/diracc.html>. Certain isolated transactions or sales conducted through independent contractors do not require registration. Offerors should consult the Code of Virginia Section 13.1-757 for more information.

9.17 Cooperative Procurement

As authorized in Section 2.2-4304 of the Code of Virginia, this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and localities of the several states, territories of the United States, and the District of Columbia with the consent of the contractor.

9.18 W-9 Form Required

Each offeror shall submit a completed W-9 form with their proposal in the event of contract award. This information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.



Loudoun County, Virginia

Division of Procurement
One Harrison Street, 4th Floor
P.O. Box 7000
Leesburg, Virginia 20177-7000

10.0 JUDAIC AND HOLOCAUST RELATED MATERIALS PROPOSAL SUBMISSION FORMS

THE FIRM OF: _____

Address: _____

FEIN _____

Hereby agrees to provide the requested services as defined in Request for Proposal No. QQ-01356 for the price as stated in the price proposal.

The following shall be returned with your proposal. Failure to do so may be cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he has received all addenda.

ITEM:

1. References
2. Addenda, if any.
3. One (1) original and three (3) copies
4. Proposal Response Information (8.0)

INCLUDED: (X)

Person to contact regarding this proposal: _____

Title: _____ Phone: _____ Fax: _____

E-mail _____

Name of person authorized to bind the Firm (9.6): _____

Signature: _____ Date: _____

HOW DID YOU HEAR ABOUT THIS REQUEST FOR PROPOSAL?

QQ-01356

Please take the time to mark the appropriate line and return with your proposal.

<input type="checkbox"/> Associated Builders & contractors	<input type="checkbox"/> Loudoun Times Mirror
<input type="checkbox"/> Bid Net	<input type="checkbox"/> Our Web Site
<input type="checkbox"/> Builder's Exchange of Virginia	<input type="checkbox"/> NIGP
	<input type="checkbox"/> The Plan Room
<input type="checkbox"/> Email notification from Loudoun County	<input type="checkbox"/> Reed Construction Data
<input type="checkbox"/> Dodge Reports	
<input type="checkbox"/>	<input type="checkbox"/> Tempos Del Mundo
<input type="checkbox"/> India This Week	<input type="checkbox"/> Valley Construction News
<input type="checkbox"/> LS Caldwell & Associates	<input type="checkbox"/> Virginia Business Opportunities
<input type="checkbox"/> Loudoun Co Small Business Development Center	<input type="checkbox"/> VA Dept. of Minority Business Enterprises
<input type="checkbox"/> Loudoun Co Chamber of Commerce	<input type="checkbox"/> RAPID

☐ Other _____

SERVICE RESPONSE CARD

QQ-01356

Date of Service: _____

How did we do?

Please let us know how we did in serving you. We'd like to know if we are serving you at an acceptable level.

How would you rate the way your request for this document was handled?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

Did you have contact with Procurement staff? ☐

How would you rate the manner in which you were treated by the Procurement staff?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

How would you rate the overall response to your request?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

COMMENTS: _____

Thank you for your response!

We can better assess our service to *you* through feed back from *you*.

Your Name: _____

Address: _____

Phone: _____ (day) _____ evening

Please return completed form to: Patty Cogle • Procurement•
PO Box 7000 • Leesburg, VA 20177

RIDER CLAUSE
Use of Contract by Members of the
Northern Virginia Cooperative Purchasing Council and
the Metropolitan Washington Council of Governments

RFP Judiac and Holocaust Materials

QQ- 01356

This clause is intended to allow a successful vendor to offer the goods and services of the bid to other member jurisdictions of the Northern Virginia Cooperative Purchasing Council and the Metropolitan Washington Council of Governments. If a mark is made in the **YES** column next to a member name, the pricing, terms and conditions of the final contract are offered to the appropriate member. The successful vendor may directly notify any member jurisdiction of the availability of the contract.

Offering to sell goods and services as a result of this solicitation to other member jurisdictions is voluntary on the bidder's part. A member jurisdiction's participation in the contract is voluntary, also. Any jurisdiction obligated to participate in the contract is indicated in the body of the solicitation and contract.

Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, may withdraw its extension of the award to that jurisdiction. The member jurisdiction(s) which awards the contract as a result of this solicitation is responsible for the award, etc. of its portion of the contract only. The issuing jurisdiction shall not be held liable

Each member jurisdiction which purchases as a result of this offer will be responsible for placing orders directly with the successful vendor, arranging all deliveries, reconciling discrepancies and invoices, and issuing payments.

Failure to offer the terms and conditions of the contract to any member will neither disqualify a bidder nor adversely affect the award of the contract.

BIDDER'S AUTHORIZATION FOR PARTICIPATION:

YES	JURISDICTION	YES	JURISDICTION
	City of Alexandria, VA		Loudoun County Sanitation Authority
	Alexandria Public Schools		City of Manassas, VA
	Alexandria Sanitation Authority		City of Manassas Park, VA
	Arlington County, VA		City of Manassas Public Schools
	Arlington Public Schools		Maryland - National Capital Park & Planning
	Charles County Public Schools		Commission
	City of Bowie, MD		Metropolitan Washington Airports Authority
	City of College Park, MD		Metropolitan Washington Council of Governments
	Culpeper County, Virginia		Winchester, VA
	District of Columbia		Montgomery College
	District of Columbia Courts		Montgomery County, MD
	District of Columbia Schools		Montgomery County Public Schools
	District of Columbia Water & Sewer Auth		Northern Virginia Community College
	City of Fairfax, VA		Northern Virginia Planning District Commission
	Fairfax County, VA		Prince George's County, MD
	Fairfax County Public Schools		Prince George's County Public Schools
	Fairfax County Water Authority		Prince William County, VA
	City of Falls Church, VA		Prince William County Public Schools
	Fauquier County, VA		Prince William County Service Authority
	Fauquier County Schools		Town of Purcellville, VA
	City of Frederick, MD		City of Rockville, MD
	Frederick County, MD		Spotsylvania County Schools
	Frederick County Public Schools		Stafford County, VA
	City of Gaithersburg, MD		Stafford County Public Schools
	George Mason University		City of Takoma Park, MD
	City of Greenbelt, MD		Upper Occoquan Sewage Authority
	Town of Herndon, VA		Town of Vienna, VA
	Town of Leesburg, VA		Washington Metropolitan Area Transit Authority
	Loudoun County Public Schools		Washington Suburban Sanitary Commission
			Winchester Public Schools

BIDDER SIGNATURE _____

DATE _____

Please sign and return form with your proposal Revised 6/2006

APPENDIX A

PREFIX LIST

092 LOCAL CALL NO. TYPE OF MATERIAL

FICTION	Adult fiction: fictitious stories
YA	Young adult fiction: teen-age fictitious stories for ages 13-17.
J	Juvenile fiction: fictitious stories, grades three and above, vocabulary to grade six or age 11. Class folk tales and fairy stories in 398.2
E	Easy Fiction: picture books or books that have to be read to a preschool child.
ER	Easy reader fiction: stories beginning reader can read himself (ages 5 to 7). Controlled vocabulary. Blurb usually states that it is a "beginning" or "easy" reader.
LP FICTION	Large print fiction: fictitious story in large print format or large print edition.
LP J	Large print juvenile fiction.
LP YA	Large print young adult fiction.
REF	Adult reference – books such as directories, encyclopedias, gazetteers, year books, directories, concordances, indices, bibliographies, and atlases, which are compiled to supply definite pieces of information of varying extent, and intended to be referenced rather than read through.
J REF	Juvenile reference – reference materials written in vocabulary suitable for third through seventh grades.
921	Adult individual biography – a written account of a person's life.
J 921	Juvenile individual biography
E 921	Easy individual biography
ER 921	Easy reader individual biography
LP 921	Individual biography in large print format
J	Juvenile non-fiction – Non-fiction books written in vocabulary suitable for third to sixth grade.
E	Easy non-fiction

ER	Easy reader non-fiction
YA	Young adult non-fiction
LP	Non-fiction in large print format
VIDEO	Video cassettes
CASSETTE	Audio Cassette
DISC	Compact discs (Music and performance)
DVD	DVD's
CD FICTION	Compact disc fiction
CD	Compact disc nonfiction
PROF COL	Professional collection
SP	Materials written in Spanish (except foreign language learning materials)
ESL	English as a Second Language materials

APPENDIX B

ITEM CREATION IN THE 949 TAG:

Fields and values for item/holding tag:

Subfield	Description	Default/Valid Values
d	call number	Full call number
e	Copy	Uran
c	collection code	See APPENDIX C COLLECTION CODES
b	item barcode	Full item barcode
9	item status	n
t	item type	See APPENDIX D ITEM TYPES
m	location	See APPENDIX E BRANCH CODES
p	price	00.00 (be sure to include the decimal: e.g.24.00, not 2400)

APPENDIX C COLLECTION CODES

COLLECTION	DESCRIPTION
BRL	BRAILLE LITERATURE
CD	COMPACT DISC ADULT
CDBKA	CD BOOK ADULT FICTION
CDBKANF	CD BOOK ADULT NON-FICTION
CDBKE	CD BOOK EASY (Includes E, ER Fiction and Nonfiction)
CDBKJ	CD BOOK J (Includes Fiction and Nonfiction)
CDBKYA	CD BOOK YA (Includes Fiction and Nonfiction)
CDJ	COMPACT DISC JUVENILE (Includes E & J)
CE	CASSETTE EASY (Includes E, ER Fiction and Nonfiction)
CF	CASSETTE ADULT FICTION
CJF	CASSETTE JUVVENILE (Includes Fiction and Nonfiction)
CLO	CHILDREN'S LIBRARIAN OFFICE
CNF	CASSETTE ADULT NONFICTION
CYA	CASSETTE YOUNG ADULT
DVD	DVD (Includes ADULT and YA Fiction and Nonfiction)
DVDJ	DVDJ (Includes E & J Fiction and Nonfiction)
EAUDIO	E-AUDIOBOOKS
EBOOK	E-BOOKS
EF	EASY FICTION
ENF	EASY NONFICTION
ERF	EASY READER FICTION
ERNF	EASY READER NONFICTION
ESLANL	ESL/ADULT LEARNER FICTION
ESLANLC	ESL/ADULT LEARNER CASSETTE
ESLANLD	ESL/ADULT LEARNER CD
ESLANLN	ESL/ADULT LEARNER NONFICTION
ESLANLV	ESL/ADULT LEARNER VIDEO
F	ADULT FICTION
JF	JUVENILE FICTION
JFSER	JUVENILE FICTION SERIES
JNF	JUVENILE NONFICTION
JNFSER	JUVENILE NONFICTION SERIES
JREF	JUVENILE REFERENCE
LPF	LARGE PRINT FICTION
LPNF	LARGE PRINT NONFICTION
NF	ADULT NONFICTION
PAB	ADULT PORTABLEAUDIOBK (Includes Fiction & Nonfiction)
PABJ	JUVENILE PORTABLEAUDIOBK (Includes Fiction & Nonfiction)
PABA	YOUNG ADULT PORTABLEAUDIOBK (Includes Fiction & Nonfiction)
PCOL	PROFESSIONAL COLLECTION
REF	ADULT REFERENCE
SPF	SPANISH FICTION (Includes ADULT & YA)
SPJF	SPANISH JUVENILE FICTION (Includes E,ER & J)
SPJNF	SPANISH JUVENILE NONFICTION (Includes E,ER & J)
SPNF	SPANISH NONFICTION (Includes ADULT & YA)
SSBB	SUPERSERVICE BOARD BOOK
VE	VIDEO EASY (Includes Fiction & Nonfiction)
VF	VIDEO FICTON
VJ	VIDEO JUVENILE (Includes Fiction & Nonfiction)
VNF	VIDEO NONFICTION
YA	YA FICTION
YANF	YA NONFICTION

APPENDIX D ITEM TYPES

ITYPE	DESCRIPTION
BK	BOOK
CAS	CASSETTE
CD	COMPACT DISC
DVD	DVD
PAB	PORTABLE AUDIO BOOKS (PLAYAWAYS)
PBF	PAPERBACK FICTION
PBNF	PAPERBACK NONFIC.
REF	NON-CIRCULATING
VID	VIDEO

APPENDIX E
BRANCH CODES

<u>BRANCH NAME</u>	<u>AGENCY CODE</u>
Ashburn	ASH
Cascades	CAS
Rust	RUST
Lovettsville	LOV
Middleburg	MID
Outreach Services	OUTR
Purcellville	PUR
Sterling	STR

IMPORTANT: This document may not reflect actual label layout. Contact Library to verify specifications and request samples

APPENDIX F

Loudoun County Public Library URAN Processing Specifications for Out Sourcing (All Materials)

LABEL FORMATS

SIZE AND CONTENT:

SPINE LABEL:

- Approximate size: 1 ½" W x 1" H
 - 1st line prefix (Shelf location on item record)
 - 2nd line classification (class on item record)
 - 3rd line Cutter
 - 4th line additional Cutter or information from copy field if applicable
 - Last line branch ownership (3-4 letter designation)
- Determine the prefix and classification from the item record. Alpha-character prefixes and classes should be in all caps. Follow the formats below for each collection
- All spine labels should be placed horizontally with the call number centered and left justified

SPINE LABEL FORMATS BY COLLECTION:

CIRCULATING COLLECTIONS:

a. Adult Fiction Collections

FICTION AAR ASH

LP FICTION AAR CAS

b. Adult Non-Fiction Collections

001.023 RUH LOV

LP 385.0973 AMB MID

921 AARON HANK OUTR

c. Young Adult Collections

YA
FIE
PUR

CASSETTE
YA
ABR
RUST

CD
YA
AVI
STR

d. Children's Printed Collection

E
AAR
ASH

ER
FEL
CAS

J
FEU
LOV

E
398.2097
MON
MID

ER
395.122
SHA
OUTR

J
395.59
YOU
PUR

E
921
AARON
HANK
RUST

ER
921
AARON
HANK
STR

J
921
AARON
HANK
ASH

NON-CIRCULATING COLLECTIONS

a. Adult and Juvenile Reference

REF
395.4
FOR
CAS

J
REF
004.678
POL
LOV

REF
395.4
FOR
2004
v.1
CAS

J
REF
004.678
POL
2004
v.1
LOV

NON-PRINT COLLECTIONS:

a. Adult

CASSETTE FICTION ABE MID	CASSETTE 994 HUG OUTR	CD ROM REF 005.36 MIC PUR
CD FICTION ADL RUST	CD 384 GIL STR	DISC 786.2 BAC ASH
DVD FICTION ALL CAS	DVD 320.973 AME LOV	VIDEO FICTION ABB MID
VIDEO 613.2 EAT OUTR		

b. Children's

CASSETTE E AAR PUR	CD J FLE RUST	DVD J TEE STR
CASSETTE E 395 FRO ASH	CD J 811.54 PRE CAS	DVD J 612 HUM LOV
CASSETTE ER FRE MID	DISC J WHI OUTR	DVD E HOW PUR
CASSETTE ER 398.2 GAL RUST	DISC J 222.43 MET STR	DVD E 782.42083 MAK ASH

CASSETTE J FAR CAS	DISC E 786.2 ROS LOV	VIDEO J FER MID
CASSETTE J 398.2 AES PUR	DISC E DIS OUTR	VIDEO J 394.26 BLA RUST
VIDEO E ABE STR	VIDEO E 951.058 BIG ASH	DVD YP FICTION ALL LOV

SPECIAL COLLECTIONS:

a. Spanish Collection

SP FICTION AGU ASH	SP E ADA CAS	SP VIDEO J ALA LOV
SP CASSETTE FICTION SHE MID	SP 393.1264 HOW PUR	SP E 398.2 ADA RUST
SP VIDEO J 791.457 LOS STR	SP CASSETTE 649.1 CUE CAS	SP J ANN LOV
SP ER GRE MID	SP VIDEO FICTION DRA OUTR	SP VIDEO 613.0896 GUI PUR
SP CASSETTE ER WIL RUST	SP J 398.2 ROH ASH	SP ER 790.133 BRY CAS

SP
VIDEO
E
782.42
DIS
LOV

SP
VIDEO
E
CUE
MID

SP
LP
FICTION
BRY
CAS

b. ESL Collection

ESL
FICTION
HAG
PUR

ESL
428.24
ESL
OUTR

ESL
CASSETTE
001.94
VIN
RUST

ESL
VIDEO
302.0973
CUL
STR

c. Braille Collection

BRAILLE
E
BRO
ASH

BRAILLE
J
DIS
CAS

BRAILLE
ER
SHA
LOV

BRAILLE
E
811.54
PRE
MID

BRAILLE
J
155.937
SIM
OUTR

BRAILLE
ER
921
SQUANTO
PUR

IMPORTANT: This document may not reflect actual label layout. Contact Library to verify specifications and request samples after award